GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Revenue Department – Survey and Land Records Department – Functions (Job-Chart) of the Village Surveyors (Grade-I,II & III) – Orders - Issued.

REVENUE (SERVICES – III) DEPARTMENT

G.O.Ms. No.419 Dated:27.09.2019

Read the following:-

1. G.O.Ms. No: 102, Revenue (SS-2) Department, Dt: 05.02.2001
2. G.O.Ms. No: 110, Panchayat Raj & Rural Development (MDL-I) Dept., Dt: 19.07.2019.
3. From the Director Survey, Settlements & Land Records, A.P., Lr. Rc. No: REV05-20021/19/2019-J SEC-CSSL, Dated: 22.08.2019.

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O R D E R:

In the reference 3rd read above, the Director of Survey, Settlements and Land Records has submitted proposals for certain amendments to the Andhra Pradesh Survey Subordinate Service Rules issued vide G.O.Ms.No.102 Revenue (SS-II) Department, dated 05-02-2001 along with Job-Chart of the Village Surveyors. Village Surveyor is a survey officer for all purposes in survey related matters at Village Secretariat level and will be responsible for maintaining all survey registers, survey instruments and survey marks/ Ground control points as per the Job chart.

2) Government after careful examination of the proposed new Job-Chart of the Village Surveyors and hereby accepted and fixed the following functions to the Village Surveyors.

I. Inspection of 10% maintainable survey points/ Survey marks /Ground Control points in the villages in his jurisdiction every month.
II. Should attend the inspections of all the Higher officers as and when informed.
III. Issue of draft notices under Section 15(2) of the Survey and Boundaries Act to the concerned for renewal of missing/ damaged / removed survey points/ Survey marks /Ground Control points in the villages in his jurisdiction.
IV. Renewal of missing stones detected for which section 15(2) notices have been served after completion of stipulated period.
V. Maintenance of stone **depots** and balance stocks.
VI. Measurement and plotting of subdivisions in the village and Mandal copy of F.M.B and correction of related village accounts.
VII. Submission of proposals for correction of survey errors in measurement not involving alternation of areas.
VIII. Pointing out F lines on application from parties and Government bodies including approved layouts.
IX. Checking the entries in the Enjoyment Register in the villages and verification of registry during field/ stone inspection.
X. a) Booking of encroachments in Government lands/ lands vested with the Government/ local bodies etc.,
b) Measurement of new topo details and incorporating the changes in all the relevant graphic records.
XI. a) Survey of Gramakantam, detailed street survey / Town Survey.
b) Measurement work of new Subdivisions or clubbing of old Subdivisions relating to Assignment, splitting up of Joint Patta, Land Acquisition work, Land Pooling work and any other Land related work entrusted by the Government from time to time and incorporation of the same in both village and Mandal accounts after getting them scrutinized by the competent authority.

(P.T.O)

XII. Preparation of accounts relating to survey charges/ Collection of charges levied for renewal of survey stones or survey marks / Ground control points wherever the cost is born by the Government.

XIII. Maintenance of the village maps, Field Measurement books, RSR/ Fair Adangal/ SFA/A Registers, Registers related to ground control points, Stone survey registers, Encroachment registers, F Line/Demarcation registers Street survey records and Town survey records in his jurisdiction.

XIV. Maintenance of survey instruments and Equipment allotted to Village surveyors.

XV. a) Should attend all the review meetings conducted by Higher authorities.
b) Submission of monthly tour dairies, monthly progress statements and any information called for by the Department/ Administrative Heads.

XVI. a) Village surveyor is also a village legal assistant. He should act as a bridge between the law and real life and work on mediation, organising, education and advocacy in the village.
b) He should assist concerned authorities for arbitration and alternative legal remedies like Lok Adalat, Consumer courts etc.,
c) Assist the court Commissioner where ever necessary.
d) Assisting all the Government Departments in land related matters whenever required.

XVII. Conduct survey operations using modern/survey instruments like ETS, DGPS/ CORS or any other equipment or technology adopted the Department from time to time.

XVIII. Preparation/ Conversion of manual land records into graphic records using Bhumithi, Collabland and other CAD softwares/ any other software adopted by the Department/ Government.

XIX. Re-fixing of Theodolite stations/ ground control points/ bench marks and any other survey mark.

XX. Should attend any work entrusted by the Departmental authorities from time to time.

3) The above functions shall be followed by Village Surveyors strictly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. MANMOHAN SINGH
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Director of Survey, Settlements and Land Records, Andhra Pradesh.
Copy to:
The Chief Commissioner of Land Administration, Andhra Pradesh.
The Principal Secretary to Government, PR&RD Department, Andhra Pradesh.
All the District Collectors (through Director of Survey, Settlements and Land Records, Andhra Pradesh).
The Stock File/Spare Copy.

//FORWARDED :: BY ORDER//

SECTION OFFICER